

Operational Services

Payment Procedures

The Chief School Business Official shall cause to be prepared a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board in advance of the Board's regular monthly meeting or, if necessary, a special meeting. These bills shall be reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Chief School Business Official shall cause to be paid the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Chief School Business Official is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

Payments from activity funds, Board policy 4:90, *Student Activity Fund Management*, shall be paid by the designated bonded Chief School Business Official.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

ADOPTED: November 23, 2010

REVISED December 15, 2015